

Procedures for ordering food items

1. The following procedures will be used for justification on the purchase of food items.

A. Food items identified below will be allowed for scheduled Webb County related events, meetings, or trainings

- Cokes
- Coffee, excluding K cups
- Water
- Sweet Bread
- Snacks
- Other items with written justification: lunch meeting, etc.

1) When creating a request for food items the department will indicate (in the description section of the request) the purpose of the event; the event title, meeting or training session; location; date; and time

2) The department will provide event documentation (flyer advertising the event or agenda / training schedule) and sign in sheets (where appropriate). These will be required before the purchase order is processed for payment.

3) Departments will establish their own procedures to insure the items are for the designated purpose and not for general employee use

B. For county business such as the courts (grand juries, other)

1) The request will identify (in the description section) the purpose; court date(s) and estimated number of jurors to be serviced

2) The department will establish their own procedures to insure the items are for the designated purpose

3) The requestors will consider that the requested amounts are appropriate for the purpose listed

4) Allowable items are dependent on need

C. For the general public and unscheduled meetings throughout county offices

1) Purpose will be "unscheduled meetings and general visits from the public"

2) Requester will estimated use amount and purchase from a list of approved items

- Coffee; excluding K cups
- Water

- Soda Drinks
- Snacks

3) Departments will establish their own procedures to insure items are for the designated purpose and not for general employee use

2. Office use is not an acceptable purpose or justification. Requestor can indicate unscheduled meetings and general office visits

3. Department will identify the items to be purchased; if an item is not available the departments will not be able to substitute an item; a new purchase order will be necessary

4. These procedures do not apply for the ordering of food items for jail inmates, Elderly Nutrition, Head Start, Juvenile Department residents, or JJAEP students.

5. Departments are allowed to purchase water and coffee without further justification subject to the department head approval.